



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

**Steven L. Beshear**  
Governor

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**Janie Miller**  
Secretary

**TO:** Local Health Department (LHD) Directors  
Local Health Department Personnel Staff

**FROM:** Ron Horseman, Administrative Branch Manager  
Local Health Personnel Branch

**DATE:** August 30, 2010

**SUBJECT:** Required Furlough Personnel Action and Timesheet Coding

We are issuing this as a follow-up to the Memorandum issued to Local Health Department Directors on August 25, 2010 regarding required Furloughs enacted by the Kentucky General Assembly in the 2010 extraordinary session.

The memorandum stated that guidance was forthcoming in regard to entering personnel and payroll actions for those employees identified by the Department for Public Health as vendors that will be furloughed in accordance with HB1. Following are instructions to accomplish these:

**Personnel-**

Personnel staff should enter a CDS 555 action 50 (In-voluntary Furlough) on the Bridge system. The data fields required for this action are:  
Client-030, Action-N, District/Co- #, Employee id-SS#, Nature of action-50 and Remarks-please enter: "HB1 furlough- 9/3/10, 11/12/10, 5/27/11 +1 day in months of 10/10, 03/11, & 4/11".

**Payroll-**

Employees must code on their timesheets using cost center and function code 998999 for the following dates and hours required for: 9/3/10, 11/12/10, 5/27/11, and the one day that will be announced at a later date for 10/10, 3/11 and 4/11.

**NOTE:** If the employee elected not to waive their rights to the 15-30 day advance notice to observe 9/3/10 as a furlough date, the time worked on 9/3/10 will be coded as required of their regular working schedule. The replacement date which will be identified by the Department of Public Health for 9/3/10 will then be coded to the 998999 code once observed.

If you have questions or need further clarification please contact your Local Health Personnel Human Resource Administrator assigned to your county.

**Sent:** Monday, August 30, 2010 12:27 PM

**To:** LHD Directors; LHD Personnel Contacts

**Cc:** Miklavcic, Rosie W (CHFS DPH); Schweighardt, Stephanie (CHFS PH); Okeson, Tricia (CHFS PH); Mulder, Donna (CHS-PH);

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LHD Directors/Personnel Coordinators:

Letters will be going out by the end of today from LHP approving the furlough requests which identify employees required to furlough. Once you receive confirmation please issue the employee rights letter using the template in the original packet dated August 25, 2010.

Also the attached file provides guidance on required Personnel actions and Timesheet coding for those staff required to furlough. For those agencies that have a separate payroll officer assigned that is not part of this distribution list please be sure to forward this correspondence to the appropriate team member.

If you need any additional assistance please contact your HR Administrator assigned to your district/county.